



**Arkansas Department of Human Services
Division of Medical Services**

Office of Long Term Care Mail Slot S409

P.O. Box 8059

Little Rock, Arkansas 72203-8059

Telephone (501) 682-8487 TDD (501) 682-6789 Fax (501) 682-1197

Web Site: <http://humanservices.arkansas.gov/dms/Pages/oltcHome.aspx>

MEMORANDUM

LTC-A-2012-04

TO: (X) Nursing Facilities; (X) ICFs/MR 16 Bed & Over; (X) HDCs;
(X) ICFs/MR Under 16 Beds; (X) ALF Level I; (X) ALF Level II;
(X) RCFs; (X) Adult Day Care; (X) Adult Day Health Care;
(X) Post-Acute Head Injury Facility; (X) Interested Parties;
(X) DHS County Offices; (X) NATPs

FROM: Carol Shockley, Director, Office of Long Term Care

DATE: March 1, 2012

SUBJECT: Criminal Record Check Program – Change in Fee

The Office of Long Term Care has received notification from the Arkansas State Police that the fee to conduct the National (FBI) criminal record check has been changed effective March 19, 2012 to \$16.50 (a decrease from the previous \$19.25). You will need to obtain the revised DMS-736 Request for Criminal Record Check form and destroy any previous forms you may have.

The effective date for the new fee and form is March 19, 2012. The revised DMS-736 Request for Criminal Record Check form is available on the Office of Long Term Care website located at:

<http://humanservices.arkansas.gov/dms/Pages/oltcHome.aspx>

If you need this material in alternative format such as large print, please contact our Americans with Disabilities Act Coordinator at 501-682-8307 (voice) or 501-682-6789 (TDD).

CS/rdh